



Human Resources

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TO: Board of Public Works and Safety cc: Public Works Director David Buck

FROM: Diane Foster
Human Resources Director

DATE: January 26, 2016

SUBJECT: Ordinance No. 28-15 – 2015 Wastewater Treatment Utility Salary Schedule

The Board of Public Works and Safety is the governing body that establishes the salary and pay schedule for the Wastewater Treatment Utility. The following amendments to Salary Ordinance No. 28-15 are proposed for your approval.

Engineering Department

- *Stormwater Inspector* – This Ordinance has been amended to add the position of Stormwater Inspector in support of the City's Stormwater Pollution Prevention Plan (SWPPP). This position will be funded 100% in Wastewater.
- *Project Engineer* – This Ordinance has been amended to reflect a change in job title from the position of Engineering Assistant to Project Engineer to more accurately reflect the current job responsibilities. This position is funded 80% from the General Fund and 20% from Wastewater.
- *Business Manager/Permits Coordinator* – This Ordinance has been amended to add the position of Business Manager/Permits Coordinator to more accurately reflect the current job responsibilities of the current Office Manager. This position is funded 50% from the General Fund and 50% from Wastewater.
- *Administrative Assistant* – This Ordinance has been amended to reflect a change in job title from the position of Office Manager to Administrative Assistant for consistency purposes with other city departments. This position is funded 50% from the General Fund and 50% from Wastewater.

Attached are job descriptions for the new Stormwater Inspector and Business Manager/Permits Coordinator positions for your reference.

Please contact Public Works Director David Buck or me should you have any questions.


/dmf

JOB DESCRIPTION

DEPARTMENT: Engineering
POSITION TITLE: Stormwater Inspector
REPORTS TO: Assistant City Engineer
FLSA CATEGORY: Full-Time / Exempt / Salaried
DATE: February 1, 2016

DEFINITION

Under general supervision of the Assistant City Engineer, this position performs skilled and technical work in support of the City's Stormwater Pollution Prevention Plan (SWPPP) and the National Pollution Discharge Elimination System (NPDES). Performs responsible and often independent inspections, plan reviews, technical evaluations and associated administrative tasks to support both City projects and permitted projects operated by private contractors and developers. He/She should be able to tactfully and effectively communicate in a wide array of settings and individuals.

ESSENTIAL FUNCTIONS AND DUTIES

1. Inspection: The incumbent will spend as much as 75% of the time inspecting work for stormwater permits. This includes adherence to approved designs and plans as well as best management practices (BMPs).
2. Plan Review: The incumbent will spend remainder of the time reviewing plans and applications for stormwater permits and other related projects.
3. Standards & Procedures: The incumbent will be responsible for updating and maintaining city standards & procedures relating to stormwater and erosion control measures.

NONESSENTIAL FUNCTIONS AND DUTIES

- 1.

MINIMUM QUALIFICATIONS

1. A combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for the job performance.
2. Thorough knowledge of applicable federal, state and local codes and ordinances related to the regulation of construction activities and erosion control.
3. Thorough knowledge of stormwater management measures and practices for construction related activities.
4. Competent in computers and basic word processing programs.
5. Minimum of eight (8) years of experience in the site construction and/or stormwater regulation.
6. Valid Indiana driver's license.

7. Ability to effectively communicate with city and community leaders, design professionals, contractors, and the public.
8. Detail oriented and capable of making and keeping accurate records.

DESIRED QUALIFICATIONS

1. Experience with using hydraulic and hydrologic modeling tools.
2. Certifications related to stormwater inspections.
3. Familiarity with local zoning codes and standard construction details.
4. Knowledge of GIS and CAD programs.

WORKING ENVIRONMENT

1. Incumbent may spend as much as 75% of the time in the field inspecting work for improvement location permits. The remainder of his/her time will be spent in the office environment reviewing permit submissions.
2. Additional office time will be spent answering questions from the general public and contractors.
3. The incumbent is occasionally required to attend off-site and/or after hours meetings.
4. Casual and professional dress required for office and meetings. Field dress for in-field inspections and supervision is often required.
5. Incumbent is often required to spend time outdoors inspecting various issues. This requires the ability to walk, climb, stoop, kneel, and crawl. Exposure to all weather conditions and dust is possible.

The above declarations are not intended to be an "all inclusive" list of duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job. The above job description may change as necessary to meet the changing needs of the department and the city.

APPROVAL: _____

David M. Buck, P.E.
City Engineer

DATE: _____

JOB DESCRIPTION

DEPARTMENT: Engineering
POSITION TITLE: Business Manager / Permits Coordinator
REPORTS TO: Public Works Director
FLSA CATEGORY: Full-Time / Non-Exempt
DATE: February 1, 2016

DEFINITION

This position requires a highly professional individual with experience in office management, governmental accounting and claims procedures, budgeting, building construction, permitting, typical office correspondence and organizational management. They should be able to tactfully and effectively communicate in a wide array of settings and individuals. The incumbent should be a professional, highly motivated individual who is organized and able to manage multiple priorities simultaneously.

ESSENTIAL FUNCTIONS AND DUTIES

1. Manages department annual budget.
2. Manages permitting process for the Department.
3. Directs the Administrative Assistant and other office assistants.
4. Manages project budgets and assists with on-going updates to the city's Capital Improvement Plan.
5. Coordinates departmental data management and enterprise software needs.
6. Prepares payroll, issues and updates purchase orders and prepares departmental claims. Maintains account statements and records.
7. Other duties as assigned.

NONESSENTIAL FUNCTIONS AND DUTIES

1. Compiles and provides monthly and annual departmental reports.
2. Helps direct and answer public questions, complaints, and concerns.
3. Assists with department computer and IT issues.

MINIMUM QUALIFICATIONS

1. Ability to tactfully and effectively communicate with the public, contractors, and community leaders.
2. Computer skilled in basic word processing programs including, Microsoft Word, Excel, Power Point, Outlook, Access and various database programs.
3. Knowledge of federal grant programs and reimbursement procedures.
4. Knowledge of city government and budget/ordinance procedures.
5. Knowledge of city codes and ordinances.

DESIRED QUALIFICATIONS

1. Familiarity with construction industry and general permit and inspection needs.
2. Familiarity with IT, GIS and other technology related matters.
3. Experience with creating and updating websites.

WORKING ENVIRONMENT

1. The incumbent spends 100% of the time in the office environment. Much of the time is spent sitting, however, there is an occasional need for stooping and lifting objects of 5 to 10 lbs.
2. Casual and professional dress is required for daily general office work.

The above declarations are not intended to be an "all inclusive" list of duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job. The above job description may change as necessary to meet the changing needs of the department and the city.

APPROVAL: _____

David M. Buck, P.E.
Public Works Director

DATE: _____